

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: JOANIE ROGERS, INTERIM DIRECTOR

SUBJECT: CHILD WELFARE MANUAL SECTION 4, CHAPTER 9,
SUBSECTION 6 – FOSTER CARE CASE MANAGEMENT
CONTRACTORS NEGOTIATION/COMPLETION OF THE INITIAL
ADOPTION OR LEGAL GUARDIANSHIP SUBSIDY
AGREEMENT

DISCUSSION:

The purpose of this memo is to introduce the revised Child Welfare Manual Section 4, Chapter 9, Subsection 6 Foster Care Case Management Contactors Negotiation/Completion of the initial Adoption or Legal Guardianship Subsidy Agreement.

The revision to the policy reflects who within the Children's Division will review and approve above standard subsidy agreements for Foster Care Case Management Contracted Cases.

Effective immediately, when FCCM providers are in the negotiation stage for services **above the basic package of standard maintenance, MO HealthNet, respite, legal, and childcare** are requested by the family, the foster care case management contract staff must discuss this request with the assigned CD Oversight Supervisor and written approval must be given by the Children's Division prior to the service being added to the subsidy and the family's signatures obtained.

Once the family's signature(s) are obtained, the agreement should be sent back to the Children's Division. The CD Oversight Supervisor, will have the responsibility for reviewing the adoption or legal guardianship subsidy application and agreement. **The CD Oversight Supervisor should indicate their agreement or disagreement with the application/agreement on the subsidy clearance form only, which will accompany the agreement to Central Office for approval and entry into the contracting system.** The only signatures necessary

on the subsidy agreement are the signature(s) of the adoptive parent(s) or guardian(s) and the DFAS Director/DFAS Designee.

NECESSARY ACTION 1. Review this memorandum with all Children’s Division staff. 2. Review revised Child Welfare Manual chapters as indicated below. 3. All questions should be cleared through normal supervisory channels and directed to:	
PDS CONTACT Vickie Stoneberger Vickie.Stoneberger@dss.mo.gov 573-751-0311	MANAGER CONTACT Marcia Wetzel Marcia.A.Wetzel@dss.mo.gov 636-797-9657
CHILD WELFARE MANUAL REVISIONS Section 4, Chapter 9, Subsection 6	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	